

## AMS/FAST CHANGE REQUEST (CR) COVERSHEET

**Change Request Number:** 23-139

**Date Received:** September 21, 2023

**Title:** FAST Webpage - Useful AMS Information - "Policy v. Guidance" Explanation

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**Policy and Guidance:** (Please check only one box)

- |   |   |
|---|---|
| <input type="checkbox"/> Policy                 | <input type="checkbox"/> Procurement Tools and Resources      |
| <input type="checkbox"/> Guidance               | <input type="checkbox"/> Real Property Templates and Samples  |
| <input type="checkbox"/> Procurement Samples    | <input type="checkbox"/> Procurement Clauses                  |
| <input type="checkbox"/> Procurement Templates  | <input type="checkbox"/> Real Property Clauses                |
| <input type="checkbox"/> Procurement Forms      | <input checked="" type="checkbox"/> Other Tools and Resources |
| <input type="checkbox"/> Procurement Checklists |   |

### Summary of Change:

The change clarifies the approval requirements for waiver of mandatory requirements of AMS Policy, AMS Procurement Guidance and AMS Lifecycle Guidance. The revision:

- 1) Distinguishes between AMS Lifecycle Guidance and AMS Procurement Guidance. Rather than addressing AMS Lifecycle Guidance and AMS Procurement Guidance together, the revision addresses them separately and identifies the elements that make up each body of guidance.
- 2) Clarifies waiver approval requirements as follows:
  - a. For AMS Policy, waiver of mandatory provision requires approval of the FAA Acquisition Executive (FAE), unless otherwise specified.
  - b. For AMS Procurement Guidance, waiver of a mandatory provision requires the approval of the Director, Acquisition Policy and Oversight (AAP-1), unless otherwise specified.
  - c. For AMS Lifecycle Guidance, waiver requires approval of designated officials.
- 3) Removes the "key terminology" prescriptions.
- 4) Changes the title to "Policy & Guidance" rather than "Policy vs Guidance"

**Reason for Change:**

AAQ requested a revision for clarity on waiver approval requirements. The revision more clearly identifies the distinction between AMS Lifecycle Guidance and AMS Procurement guidance, which have different waiver approval requirements. The revision removes prescriptions for policy or guidance provisions introduced by “key terminology,” which had led to confusion among the contracting workforce. The revision does not change waiver approval requirements; the revision clarifies the existing waiver approval requirements. The waiver authority for AMS Policy (FAE approval) and AMS Procurement guidance (AAP-1 approval) correspond to the None in AMS Policy 1.2.13 to approve changes in AMS Policy and AMS Guidance, respectively. AMS Policy 1.2.13 and the webpage “Revising AMS -- Who Approves” are also revised in this AMS update to make clear that FAE approves significant changes to AMS Policy.

**Development, Review, and Concurrence:** AAP-110, AAP-130, AAQ, AGC

**Target Audience:** FAA Acquisition Workforce

**Briefing Planned:** No.

**ASAG Responsibilities:** None.

**Section / Text Location:** FAST Website -- Useful AMS Information -- Policy vs Guidance

**The redline version must be a comparison with the current published FAST version.**

☒ I confirm I used the latest published version to create this change / redline

**or**

☐ This is new content

**Links:** [https://fast.faa.gov/Policy\\_VS\\_Guidance.cfm](https://fast.faa.gov/Policy_VS_Guidance.cfm)

**Attachments:** Policy and Guidance final

**Other Files:**

Policy vs Guidance Webpage change (This is a Powerpoint file; the slides indicate what changes to make to the webpage to implement the CR).